

# CHILMARK PERFORMANCE EVALUATION

(Use additional space as needed)

**EMPLOYEE NAME:** \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

1. Please identify the major tasks or activities that this employee performed during the past year.
  
  
  
  
  
  
  
  
  
  
2. Evaluate in some detail how well this employee performed each of the major tasks identified above. (Please highlight significant accomplishments, as well as any areas where improved performance is necessary).
  
  
  
  
  
  
  
  
  
  
3. Detail the major goals and objectives on which this employee should concentrate over the next year.
  
  
  
  
  
  
  
  
  
  
4. Is the job description for this employee's position up-to-date?    Yes    or    No.
  
  
  
  
  
  
  
  
  
  
5. Employee comments on the performance review, its conclusions and goals and objectives for future development.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**TOWN OF CHILMARK**  
**STEP INCREASE FORM**

Step Increase

Approved:

☐

Not Approved:

☐

Department Head/Supervisor(s):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Employee:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Town Accountant: \_\_\_\_\_ Town Treasurer: \_\_\_\_\_